



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

Notice of Funding Availability for Public Services Preventing, Preparing for, and Responding to the COVID-19 Pandemic

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law on March 27, 2020. As a result, the U.S. Department of Housing and Urban Development (HUD) awarded the Town of Arlington \$659,903 in Community Development Block Grant (CDBG-CV) funds. Arlington has set aside \$59,903 in these funds towards assisting public service activities that are preventing, preparing for, and responding to the COVID-19 pandemic.

Eligible Activities

CDBG-CV funds are available to public service agencies that serve residents of Arlington who earn a low-to moderate-income. The purpose of the CDBG-CV funds is to prevent, prepare for, and respond to the pandemic. The eligible activities include support services that relate to basic needs, other than housing, including household expenses, food security, mental health counseling, child care, transportation, senior support, and technology support will be funded. Rental assistance or mortgage assistance will not be funded as the Town is administering a program. For some commonly asked questions regarding eligible activities and items that can be purchased using grant funds, please see FAQs on page 5 below.

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. All subrecipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required. No awards will be made without this information.

The System for Award Management, or SAM.gov keeps track of organizations that are and are not debarred from receiving federal funding. CDBG recipients are required to be registered in this system. If your organization is not yet registered, please make sure to do so immediately.

Awards

Applications are due on June 22, 2020, at 4 PM. Email the application to Erin Zwirko, Interim Community Development Program Manager, at ezwirko@town.arlington.ma.us. The Town of Arlington will consider any reasonable request. Due to the limited amount of funding available for this program, the Town reserves the right to award grantees funding in a lesser amount than requested in order to provide grants to a larger number of our public service agencies.

In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives and document how the requested funds will prevent, prepare for, and respond to the COVID-19 pandemic.

Evaluation Criteria

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address the need to prevent, prepare for, or respond to the COVID-19 pandemic in the town of Arlington?	Applicant can demonstrate comprehension of COVID-19 needs, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with COVID-19 needs, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of COVID-19 needs, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
4. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	Proposed project yields neither a low cost-benefit ratio, nor a high cost-benefit ratio comparable to similar programs.	Proposed project yields a high cost-benefit ratio comparable to similar programs.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to no additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Is the proposed project self-sufficient to prevent, prepare for, or respond to the COVID-19 pandemic?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of being self-sufficient through the funding within 1 month.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 months.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three months.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. All proposals must demonstrate how they would perform using this system, should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc.)

Outputs – Quantifiable products of the project or the direct products of program activities, such as the number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the CDBG-CV program, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the subrecipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as prescribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

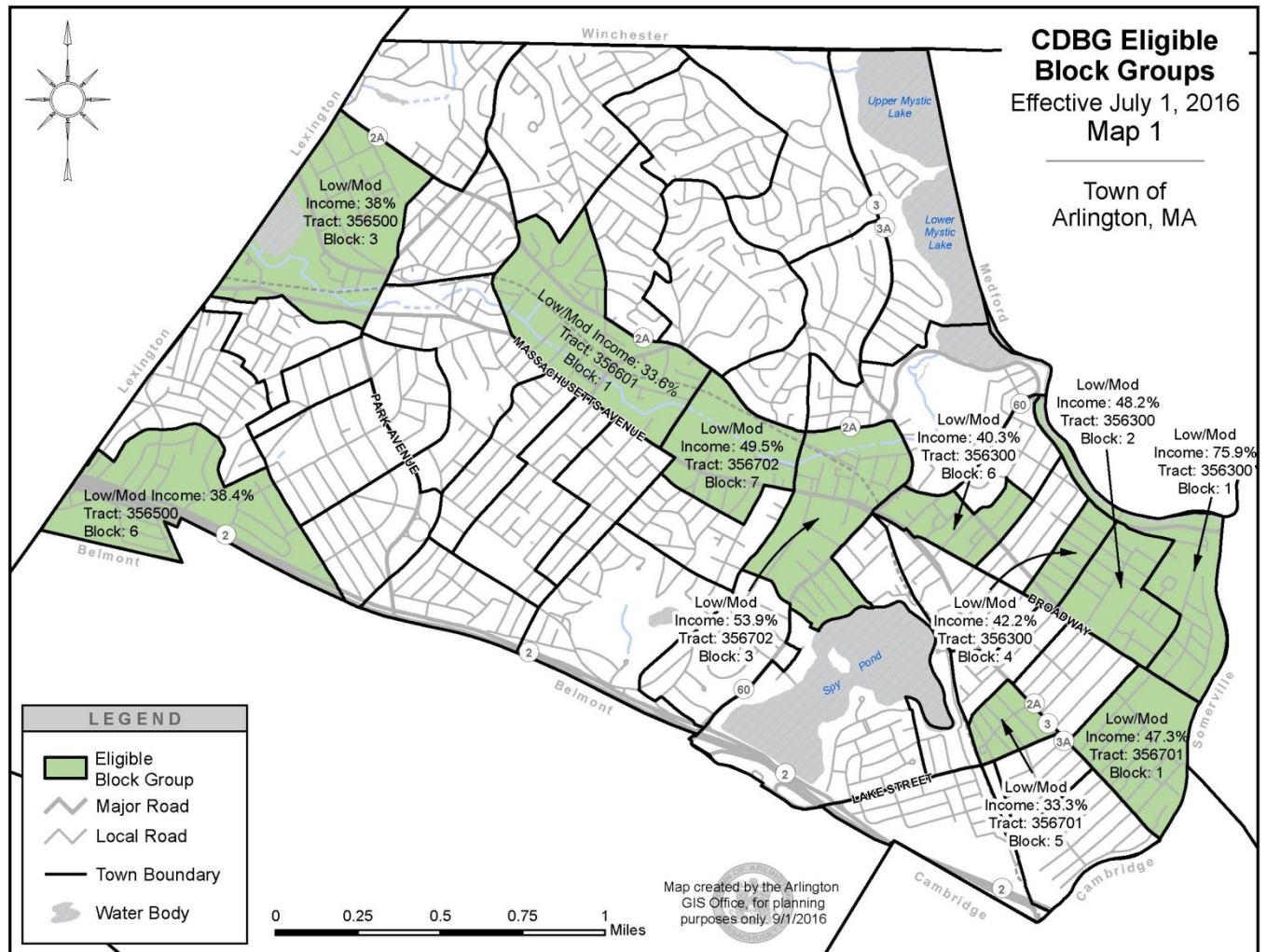
When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested.

MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from households that make a low- to moderate-income.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

PROJECT/ACTIVITY SERVICE AREA

If you check the first box, “Low/Moderate Income Area Benefit (LMA)”, please fill in the census tract and block of the activity for which you are applying. If you are unsure of the census tract/s that is/are served by your project or activity, visit the Federal Financial Institutions Examination Council (FFIEC) website <http://www.ffiec.gov/Geocode/default.aspx> and type in the address.



Frequently Asked Questions

Question: Can CDBG or CDBG-CV funds be used to purchase phones/i-pads/laptops to give to clients and pay for data plans so that clients can keep in touch with their case managers?

Answer: Gifting an individual or household with personal computers, laptops, or personal wireless connection equipment is not a public service and is not an eligible use of CDBG-CV funds. However, subrecipients are not prohibited from carrying out a public service activity to establish programs to loan personal equipment owned by the grantee or a subrecipient, much like a tool lending library program. This may include lending equipment to enable the client to access the internet, such as a cell-service enabled tablet or Wi-Fi.

Subrecipients and grantees are only permitted to pay for monthly internet charges or data plans as an emergency grant payment, which is eligible as a public service and subject to the limitations at 24 CFR

570.207(b)(4). However, in most cases, failure to have home internet access does not constitute an emergency that would warrant an emergency grant payment. This applies to data plans as well.

Question: Can CDBG or CDBG-CV funds be used to purchase grocery store gift cards?

Answer: No, because gift cards are considered income payments, and the person may use it for whatever purpose he/she wants or sell it. Therefore, the purchase of gift cards is not an eligible activity under the CDBG or CDBG-CV programs.

CDBG funds may be used to provide emergency grant payments for subsistence-type expenditures such as rent, mortgage, food, or utilities directly to service providers on behalf of individuals and families for no more than three consecutive months in accordance with 24 CFR 570.207(b)(4) to prevent homelessness and make utility payments such as gas, water, and electric to prevent cutoff. Note that the Town is not funding a rental assistance or mortgage assistance program through this Notice of Funding Availability.

A subrecipient or grantee may buy food to stock a food pantry and distribute the food to income-qualified individuals and families. The provision of emergency grant assistance is eligible as a public service under the authority of 24 CFR 570.201(e). The public services must either be a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government in the 12 calendar months before the submission of an application.

Question: Can CDBG-CV funds reimburse public service providers for emergency expenditures related to COVID-19?

Answer: Cost incurred by public service providers to prevent, prepare for or respond to the Coronavirus prior to issuance of a grant agreement may be reimbursed with CDBG-CV funds. However, completion of an environmental review is required prior to the initial expenditure of funds. Public service activities are exempt, so the grantee would just need to document that determination.

For any other questions, please contact Erin Zwirko, Interim Community Development Program Manager, to discuss your ideas and determine eligibility. Erin can be reached at 781-316-3091 or ezwirko@town.arlington.ma.us.

CDBG-CV Application

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization	Project Name
Contact	Title
Mailing Address	Project Location
Email	Phone
Anticipated Start Dates	Anticipated End Dates
Amount of Request	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents make a low- or moderate-income. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 5 to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Census Tract and Block:</div>	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations)

2. Describe how the project prevents, prepares for, or responds to the COVID-19 pandemic?

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss how the COVID-19 pandemic will be prevented, prepared for, or responded to through your proposed project, and your familiarity with the community need being addressed by your proposed project.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to implement the proposed project, familiarity with the community need and how said need/population will be contacted and engaged.

3. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

4. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project. For example, divide the funding request by the estimated number of people served by this program: \$10,000 funding request /100 people served= \$100/person.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Describe how the proposed project will be self-sufficient and no longer require CDBG funding. If the project will not be self-sufficient, please explain why and resources needed to sustain efforts.

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG-CV Funds Requested	Other Funding*	Total Proposed Budget
Other:			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG-CV amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:			
Other:			
Total:			

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	